

## Tutorial: How to accept a work Activity you have been assigned to.

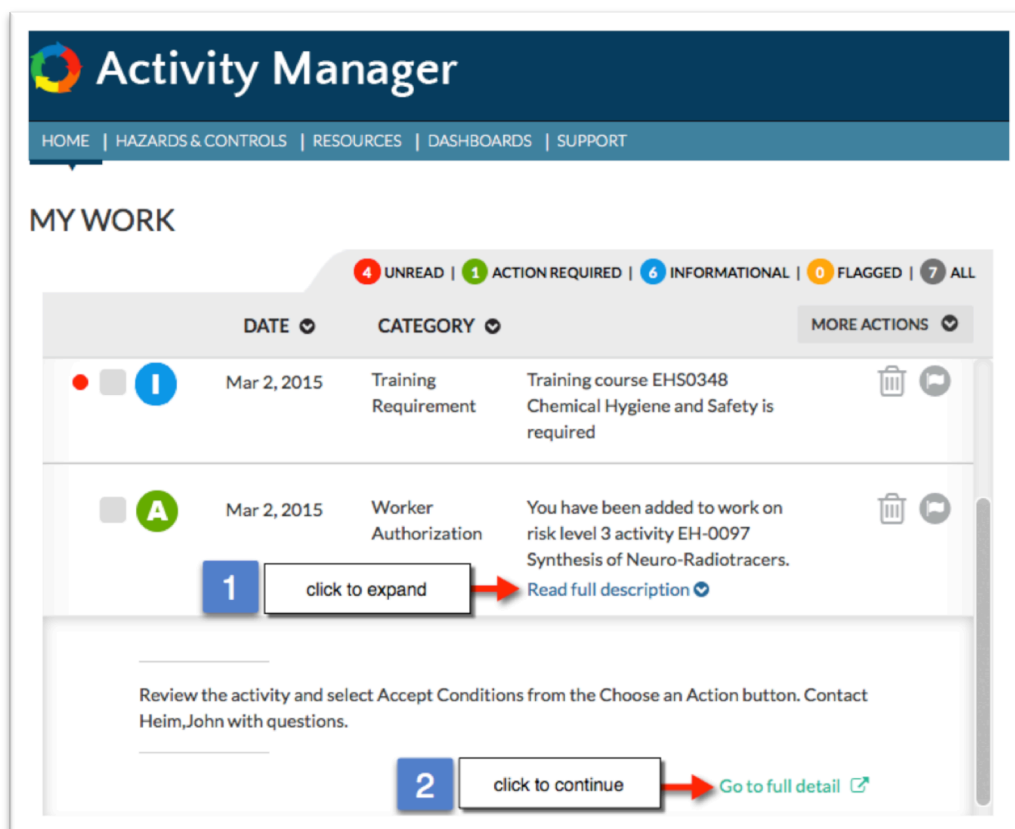
This step-by-step shows how a worker reviews the Activity(s) they have been assigned to, and then accepts the conditions of that Activity work authorization. It also shows how to determine the status of your activities and how to determine what level you have been authorized to work.

**Background:** The Activity Lead (1) creates work Activities, (2) assigns workers to these Activities, and (3) authorizes workers to work on the activities at one of three Authorization levels. Your role as worker is to review the Activity, review your training status, understand the level of authorization you have been assigned, and accept the conditions of the activity authorization.

**Getting Started:** You will receive an email notification when you are assigned to an Activity. This email will have a link to Activity Manager (<https://wpc-am.lbl.gov/>), where you will be able to review your Activity(s). This tutorial describes the steps you need to take, and then shows the steps using pictures.

**Step 1:** When you login into Activity Manager you will see the “My Work Page.” This page lists all of your notifications. “(I)” indicates the notification is informational. “(A)” indicates the notification requires action.

1. Locate the actionable notification titled “Worker Authorization” and click “Read full description.”
2. Click the link “Go to full detail”



## Step 2: Review the Activity Summary and Description of Work

1. Review the activity information at the top of the Worker Summary page
  - a. Communicates the name of activity lead
  - b. Communicates the location(s) of where the work is performed
2. Understand the risk-level of your activity
  - a. Risk-level 1 = low risk hazards
  - b. Risk-level 2 = medium risk hazards
  - c. Risk-level 3 = high-risk hazards
3. Review the Description of Work
  - a. The description of work describes what it entails. It may indicate what process' are used, what materials and equipment are used, whether there is specific on-the-job-training requirements, and if there are any limitations or constraints associated with performing the activity. There may also be specific procedures attached as support.
  - b. If you have any questions, you should contact the activity lead for clarification.

The screenshot shows the 'ACTIVITY SUMMARY' page for activity EH-0097, which is 'ACTIVE'. The page is divided into several sections. Callout 1 points to the 'Activity Lead' and 'Activity Name' fields. Callout 2 points to the 'Assign Workers' button. Callout 3 points to the 'Description' field under the 'Description of Work' tab. The 'Activity Risk Level' is indicated as 3, which is circled in red. The 'Description' field contains text about the design, synthesis, and testing of new radiotracers.

**ACTIVITY SUMMARY**  
EH-0097  
ACTIVITY STATUS: ACTIVE

1 →

2 → 3  
Activity Risk Level

Assign Workers | Choose An Action -

**Activity Lead:** John Heim  
**Activity Name:** Synthesis of Neuro-Radiotracers  
**Activity Locations:** 055-0118 | 055-0116 |

**Activity Start Date:** February 13, 2015  
**Activity Renewal Date:** February 15, 2016

**Activity Division:** Environ, Health, & Safety  
**Project:** EHS Training Tutorials

**BRIEF DESCRIPTION**  
For the purpose of developing training

Description of Work | Hazards | Controls

3 →

**Description:**  
This work involves the design, synthesis, and testing of new radiotracers that target neuro-receptors with known or suspected involvement in human cognitive disorders, including schizophrenia. These ligands will be radiolabeled with a variety of isotopes, allowing for their use in both PET and SPECT imaging systems....

**Processes:**  
The processes involved include:

### Step 3: Review the Hazards

After you review the description of work you need to review the hazards associated with the work:

1. Click the **Hazards** tab.
2. Review the types and names of hazards associated with the activity
3. Identify the risk-level of each hazard
4. Select the info icon “(i)” to review additional info / per hazard
5. Understand where the hazards are located

The screenshot shows a software interface for reviewing hazards. At the top, there are three tabs: 'Description of Work', 'Hazards' (highlighted with a red box and callout 1), and 'Controls'. Below the tabs is a table with four columns: 'HAZARD NAME', 'ACTIVITY SPECIFIC INFORMATION', 'RISK', and an info icon column. The table lists four hazards: 'Rodents or other animals infected a risk group 2 agent' (Risk 3), 'Rodents and other non-primate animals as subjects' (Risk 2), 'Pyrophoric liquids and solids' (Risk 3), and 'Non-oxidizing corrosive liquids/solids' (Risk 1). Callout 2 points to the 'HAZARD NAME' column. Callout 3 points to the 'RISK' column. Callout 4 points to the info icon in the first row. Below the table is a section titled 'HAZARD LOCATIONS' with a table showing the presence of hazards at two locations, 055-0118 and 055-0116. Callout 5 points to this section.

HAZARD NAME	ACTIVITY SPECIFIC INFORMATION	RISK
Rodents or other animals infected a risk group 2 agent		3
Rodents and other non-primate animals as subjects		2
Pyrophoric liquids and solids		3
Non-oxidizing corrosive liquids/solids		1

HAZARDS AND LOCATIONS	055-0118	055-0116
Rodents/other animals+RG2	✓	✓
Rodents/other Animals	✓	✓
Pyrophoric liq/sol	✓	✓

#### Step 4: Review the Controls

Now that you have reviewed the description of work and understand the hazards associated with the work, you need to understand how the hazards are controlled.

1. Click the **Controls** tab
2. Review classification (type) and name of hazards
  - a. ENG is for engineered control
  - b. WRK is for Work Control
  - c. ADM is for Administrative Control
  - d. TRN is for training control
3. Review specific information related to the control
  - o The activity lead may provide information about a control. For example, if a control states to use gloves, the activity lead may specify the type of gloves to use.
4. Understand the relationship between the hazard and the control
  - o For example, use of protective gloves may be required for work with chemical hazards and work with biological hazards. If this is the case, there will be an icon representing both in the “related hazards” column. If you rollover the icon it will indicate the type of hazard
5. Select the chevron icon ▼ for detailed information about a control.

The screenshot shows a software interface with three tabs: "Description of Work", "Hazards", and "Controls". The "Controls" tab is selected and highlighted with a red box, with a callout "1 click 'Controls'" pointing to it. Below the tabs is a table with three main columns: "CLASS", "CONTROL NAME", and "ACTIVITY SPECIFIC INFORMATION". The first row of the table is highlighted with a red box. Callout "2 Review class & names of controls" points to the "CLASS" column. Callout "3 Review specific info regarding the control" points to the "ACTIVITY SPECIFIC INFORMATION" column. To the right of the table is a "Related Hazards" column with icons and a chevron icon. Callout "4 Identify which hazard(s) the control relates to" points to this column. Callout "5 Get more info about the control" points to the chevron icon in the first row of the "Related Hazards" column.

CLASS	CONTROL NAME	ACTIVITY SPECIFIC INFORMATION	Related Hazards
ENG	Use a fume hood	Use the hood in 118 for all chemical work	[Icon] ▼
ENG	Use a snorkel for benchtop work or when removing materials from glovebox		[Icon] ▼
ENG	Use a barrier such as a horizontal sash or portable shield		[Icon] ▼
ENG	Use an inert atmosphere glovebox		[Icon] ▼
ENG	Use a biosafety cabinet or other equipment when there are aerosol/enrich procedures or high concentrations or large		[Icon] ▼

### Step 5: Accept the conditions of your authorization

1. If you have questions about the description of work, any of the hazards associated with the work, or questions about the required controls speak with your Activity Lead for clarification.
2. If you do not have any questions, select "Choose an Action" and then "Accept Conditions."

**Activity Manager**

HOME | HAZARDS & CONTROLS | RESOURCES | DASHBOARDS | SUPPORT

FLORES,CANDACE LAUREN

### ACTIVITY SUMMARY

EH-0097  
ACTIVITY STATUS: ACTIVE

Activity Lead: John Heim  
Activity Name: Synthesis of Neuro-Radiotracers  
Activity Locations: 055-0118 | 055-0116 |

Activity Start Date: February 13, 2015  
Activity Renewal Date: February 15, 2016

Activity Division: Environ, Health, & Safe.,  
Project: EHS Training Tutorials

**BRIEF DESCRIPTION**  
For the purpose of developing training

Description of Work | Hazards | Controls

REVIEW PRESCRIBED CONTROLS

Choose An Action -  
Printable Version  
Accept Conditions

3. Read the dialogue box and accept or cancel
  - a. After you accept the conditions of the work authorization you are authorized to work.

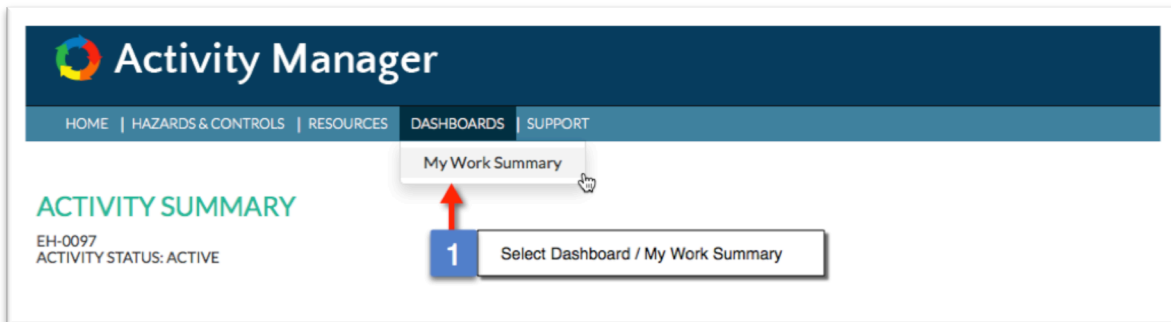
I have reviewed and understand the work scope, hazards and controls for this activity and agree to work within my authorization level.

OK Cancel

**IMPORTANT:** The next step explains how to determine your authorization level. This communicates whether you been authorized to "Work with supervision", or "Work unsupervised but not alone" for example.

## Step 6: Review your Work Summary

1. Select “Dashboards” and then click “My Work Summary”



2. Review your authorization level for each of your activities
3. Review the status of your activities:
  - a. Have you completed all required trainings?
  - b. Have you accepted your activity?
  - c. Has the activity been approved?
4. Determine if you have completed required trainings (status).

The screenshot shows the 'Activity Manager' interface with two main sections: 'ASSIGNED ACTIVITIES' and 'ACTIVITY TRAINING STATUS'. The 'ASSIGNED ACTIVITIES' table has columns: ACTIVITY, ACTIVITY NAME, RISK, AUTHORIZATION, ACTIVITY LEAD, TRAININGS, ACCEPTANCE, and APPROVAL. The 'ACTIVITY TRAINING STATUS' table has columns: COURSE ID, COURSE NAME, EXPIRY DATE, and COMPLETION STATUS. A red box highlights the 'TRAININGS', 'ACCEPTANCE', and 'APPROVAL' columns in the 'ASSIGNED ACTIVITIES' table. A blue box with the number '2' and the text 'Review your authorization level' points to the 'AUTHORIZATION' column. A blue box with the number '3' and the text 'Review your status per activity' points to the 'TRAININGS', 'ACCEPTANCE', and 'APPROVAL' columns. A blue box with the number '4' and the text 'Review training status' points to the 'COMPLETION STATUS' column in the 'ACTIVITY TRAINING STATUS' table.

ACTIVITY	ACTIVITY NAME	RISK	AUTHORIZATION	ACTIVITY LEAD	TRAININGS	ACCEPTANCE	APPROVAL
EH-0036	Traffic & Pedestrian Safety AND Safety Concerns	1	Not Authorized to Work	Wisherop, Michael Paul	✓	✓	✓
EH-0097	Synthesis of Neuro-Radiotracers	3	Work with Supervision	Heim, John	✗	✓	✓

COURSE ID	COURSE NAME	EXPIRY DATE	COMPLETION STATUS
EHS0348	Chemical Hygiene and Safety		Incomplete
EHS0520	Fire Extinguisher Safety-Pl.1		Completed
EHS0531	Fire Extinguisher Safety Ref	12/03/2013	Expired

**The End**